

**Delaware Division of Corporations  
401 Federal Street – Suite 4  
Dover, DE 19901  
Phone: 302-739-3073  
Fax: 302/739-3812**

**Certificate of Conversion from a  
Foreign Corporation  
to a Limited Liability Company**

Dear Sir or Madam:

Enclosed please find a form for a Certificate of Conversion from a Foreign Corporation to a Limited Liability Company. The fee to file the Conversion is \$90.00 and the filing fee for the Limited Liability Company is \$90.00 payable upon the receipt of the documents. You will receive a stamped “filed” copy of your document. If you would like a certified copy it will be an additional \$60 (\$30.00 for the Certified copy of the Conversion and \$30.00 for the Certified copy of the Limited Liability Company). Expedited services are available, please contact our office concerning these fees. Please make your check payable to “Delaware Secretary of State”.

In order to process your request in a timely manner, please include a cover letter with your name, address and telephone/fax number to enable us to contact you if necessary. Please make sure you thoroughly complete all information requested on this form. It is important that the execution be legible, we request that you print or type your name under the signature line.

Thank you for choosing Delaware as your corporate home. Should you require further assistance in this or any other matter, please don’t hesitate to call us at (302) 739-3073.

Sincerely,

Department of State  
Division of Corporations

**STATE OF DELAWARE  
CERTIFICATE OF CONVERSION  
FROM A FOREIGN CORPORATION TO A  
LIMITED LIABILITY COMPANY PURSUANT TO  
SECTION 18-214 OF THE LIMITED LIABILITY  
COMPANY ACT**

- 1.) The jurisdiction where the Corporation first formed is \_\_\_\_\_.
- 2.) The jurisdiction immediately prior to filing this Certificate is \_\_\_\_\_.
- 3.) The date the Foreign Corporation first formed \_\_\_\_\_.
- 4.) The name of the Foreign Corporation immediately prior to filing this  
Certificate is \_\_\_\_\_.
- 5.) The name of the Limited Liability Company as set forth in the Certificate of  
Formation is \_\_\_\_\_.

**IN WITNESS WHEREOF**, the undersigned have executed this Certificate on the  
\_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_.

By: \_\_\_\_\_

Authorized Person

Name: \_\_\_\_\_

Print or Type